

BUILDING INSPECTION COORDINATOR

DISTINGUISHING FEATURES

The fundamental reason the Building Inspection Coordinator exists is to perform administrative and building inspection work to ensure compliance with the City's municipal building codes, electrical, mechanical, and plumbing codes, zoning and other related ordinances in the Inspection and Survey Services division of the Planning & Development Services Department. This classification does not typically supervise, but may act as a supervisor in the absence of a Building Inspection Supervisor. Work is performed under the immediate supervision of the Building Inspection Manager. The Building Inspection Coordinator is distinguished from the Building Inspection Supervisor by the supervisory responsibilities of the latter.

ESSENTIAL FUNCTIONS

Retrieve inspection requests from CDS (Community Development System) and requests submitted in writing or by voice mail.

Coordinate, assign and distribute daily residential and commercial inspection routes and workloads to Building Inspectors.

Prepare written reports related to inspections, workload, and field problems.
Organize, collect, and monitor Building Inspection statistics.

Provide code interpretations and assistance to contractors, inspectors, and the general public regarding building requirements and inspection procedures.

Perform field inspections and QA/QC inspections as workload demands.

Approve work conforming to regulations; detects code violations and re-inspect to determine compliance.

Assists Building Inspection Supervisor in preparing monthly production reports.

Assist the supervisor/manager in preparing performance evaluations for individual Building Inspectors.

Serve as Building Inspection Supervisor in the absence of an incumbent as assigned.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

All types of building construction, materials, methods and all phases where possible violations and defects may be discovered and corrected;
City building codes and ordinances;
Basic scheduling and routing principles and practices.

Ability to: (REMEMBER to include any ADA related information in this section)

Establish and maintain effective working relationships with co-workers, supervisors, contractors, building owners, and the general public;
establish and maintain regular and consistent attendance and punctuality;
learn new computer programs and systems quickly;

Education & Experience

Any combination of training, education and work experience equivalent to five years construction work experience in one of the four major trades. Possession of two International Conference of Building Officials (ICBO) certificates or equal, or a Certified Building Official (CBO), attainment of journey-level status in plumbing, electrical, structural, or mechanical construction, and two years experience as a municipal building inspector is also required. Must possess a valid Arizona Driver's License with no major driving citations within the last 39 months.

FLSA Status: Exempt

HR Ordinance Status: Unclassified